



**Announcement STATE-FN-16-09**

**POSITION:** **TEMPORARY CONSULAR CLERK LE Staff-5/FP-9**  
The FP grade will be confirmed by Washington. For salary information contact the HR Office.

**OPEN TO:** All interested candidates

**OPENING DATE:** May 4, 2009

**CLOSING DATE:** May 18, 2009

**WORK HOURS:** Full time: 40 hours/week

**LENGTH OF APPOINTMENT:** Six (6) months

The U.S. Embassy in Tegucigalpa is seeking an individual for the Consular Clerk position in the Consular Section.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST LIVE IN HONDURAS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**BASIC FUNCTION:**

The incumbent is responsible for preparing daily, monthly and annual cash accountability reports as the Sub-cashier. Prepares authentications, notaries, statements and other consular documents requiring a notarial signature. Answers telephone calls and other inquiries for the American Citizenship Services (ACS) Unit. Keeps time and attendance records for the entire Consular Section. Prepares all official travel vouchers for the Consular staff. Orders and maintains office supplies; and prepares work orders. Opens and distributes Consular correspondence. Assists and substitutes for ACS Assistants, as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

**REQUIRED QUALIFICATIONS:**

(NOTE: ALL APPLICANTS MUST ADDRESS **EACH SELECTION CRITERION DETAILED BELOW** WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM.)

**EDUCATION:** Completion of secondary school is required.

**EXPERIENCE:** Two years of experience involving heavy public contact in frequent adversary situations is required.

**LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing in both English and Spanish is required.

**KNOWLEDGE:** Knowledge and use of Microsoft applications (Word, Excel, Powerpoint) is required.

**SKILLS AND**

**ABILITIES:** Must be able to learn quickly and operate independently, efficiently and cheerfully under great pressure.

**SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidates specifically address the above required qualifications in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider budgetary restrictions, nepotism, conflict of interest, and residency status in determining successful candidacy.
- LE Staff Employees who have not worked in their present position for more than one (1) year are ineligible to apply.
- Current ordinarily Resident employees with an Overall Summary Rating of needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- The selected candidate must be able to obtain and hold a pre-employment medical and security clearance.

**TO APPLY:**

Interested applicants for this position must submit the following, or the application will not be considered:

1) Application for Employment (OF-612) or a current resume or curriculum vitae in **ENGLISH** that provides the same information as on OF-612 (this form can be obtained at Post # 3 of the American Embassy or at the website). 2) Candidates who claim US Veteran's preference must provide a copy of their Form DD-214 with their application. 3) Any other documentation (e.g., essays, language certificates, school transcripts, awards, copies of degrees earned, licenses, etc.) that addresses required qualifications of the position as listed above.

**SUBMIT APPLICATION TO:**

**BY MAIL:** Send to the following address: American Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: [nunezma@state.gov](mailto:nunezma@state.gov).

**DEFINITIONS:**

**US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria: US Citizen; and, EFM (see above) at least 18 years old; and, listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either: Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**Eligible Family Member (EFM)** –: An individual related to a US Government employee in one of the following ways: Spouse; Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted

children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian; Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support; Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is: Not an EFM; and, Not on the travel orders of the sponsoring employee; and, has been officially declared by the sponsoring USG employee to the COM as part of his/her household. A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**Not Ordinarily Resident (NOR)** – An individual who: Is not a citizen of the host country; and, Does not ordinarily reside (*OR*, see below) in the host country; and, is not subject to host country employment and tax laws; and, has a US Social Security Number (SSN). NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**Ordinarily Resident (OR)** – A Foreign National or US citizen who: Is locally resident; and, has legal, permanent resident status within the host country; and, is subject to host country employment and tax laws. EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

#### CLOSING DATE FOR THIS ANNOUNCEMENT: MAY 18, 2009

The U.S. Mission in Tegucigalpa, Honduras, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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SEE <http://honduras.usembassy.gov> FOR ADDITIONAL EMPLOYMENT OPPORTUNITIES

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